

### Purpose

*This Tips & Tricks handout will guide Records Management Coordinators (RMCs) and Records Management Assistant Coordinators (RMACs) through the process of downloading the Records Retention Schedule (STD. 73) form from the CalRIM website and filling out the first and subsequent pages of the form.*

### Contents

- [Downloading the Form](#)
- [Filling Out & Saving the First Page](#)
- [Filling Out the Second and Subsequent Pages](#)
- [Submitting the Form for Review](#)

## Downloading the Form

### Step 1

Links to the Records Retention Schedule (STD. 73) are located on the [CalRIM website](http://www.sos.ca.gov/archives/calrim/)<sup>1</sup> under Frequently Used Forms. There is a link to the cover page (PDF) and a link to the second and subsequent pages where records are entered (Excel).

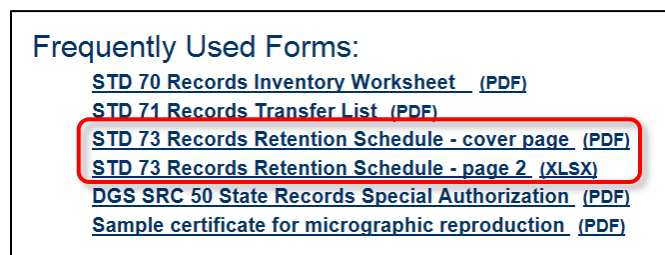


Figure 1. Links to STD. 73 documents

### Step 2

Clicking the “STD 73 Records Retention Schedule – cover page” link opens the PDF cover page in your internet browser.

Figure 2. Cover Page PDF in Internet Browser

<sup>1</sup> <http://www.sos.ca.gov/archives/calrim/>

**Step 3**

Click File → Save As to save the form to your computer.

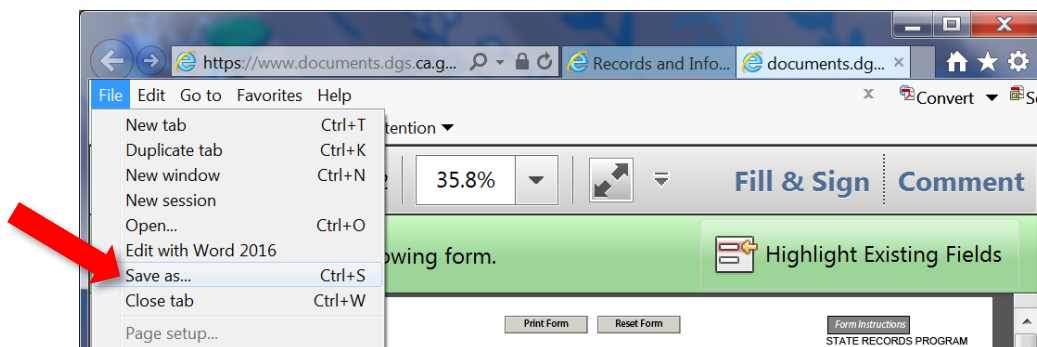


Figure 3. "Save As" Cover Page PDF

**Step 4**

Save the file in your Records Management folder. You may want to label the file "Template".

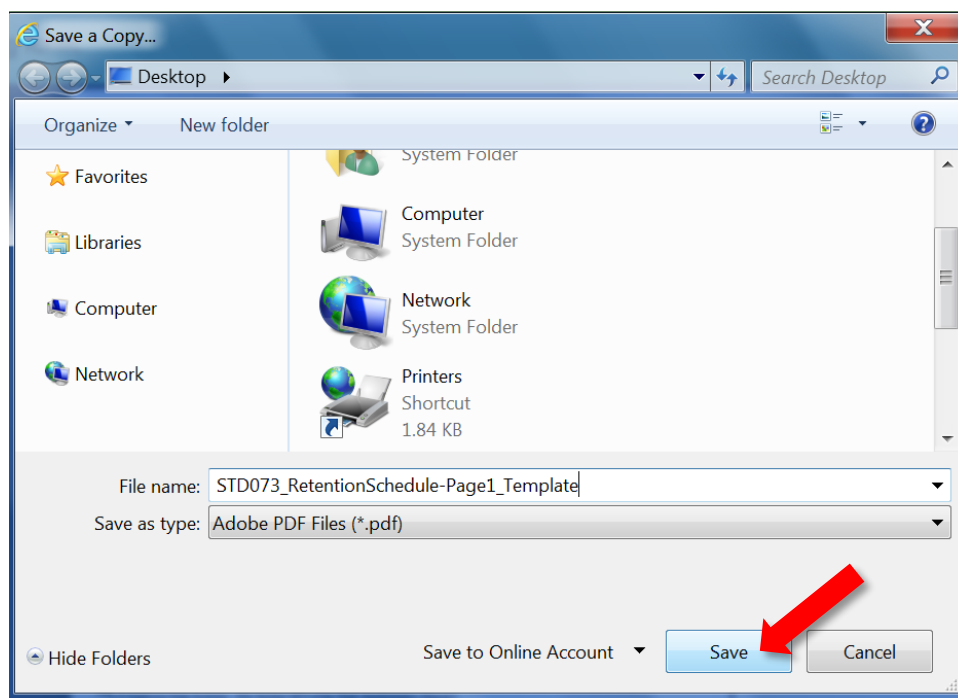


Figure 4. Save Cover Page to Computer



**Step 7**

Save the file in your Records Management folder. You may want to label the file “Template”.

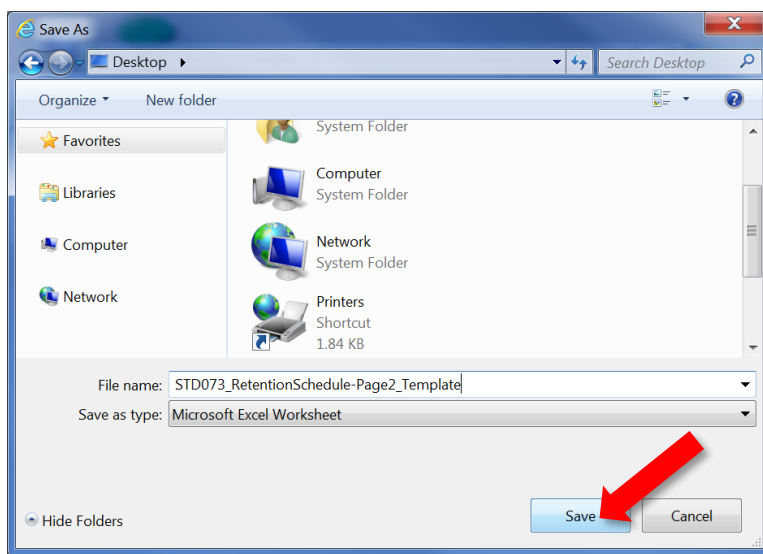


Figure 8. Save Page 2 to Computer

**Step 8**

To avoid confusion, it may be helpful to label the PDF file as “Page 1” and the Excel file as “Page 2”.

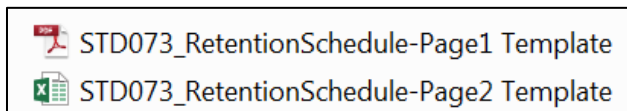


Figure 9. Example STD. 73 File Names

## Filling Out & Saving the First Page

### Step 1

To fill out the first page of the Records Retention Schedule (STD. 73) open the PDF cover page you saved in your Records Management folder.

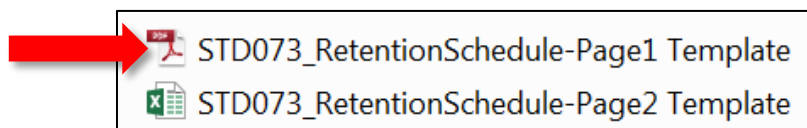


Figure 10. STD. 73 Page 1 PDF File

STATE OF CALIFORNIA – SECRETARY OF STATE RECORDS RETENTION SCHEDULE STD. 73 (REV. 2/2015)		Print Form	Reset Form	Form Instructions STATE RECORDS PROGRAM	
(1) DEPARTMENT* Secretary of State's Office		(2) AGENCY BILLING CODE 65020	IMS CODE D-15	(3) PAGE 1 OF 2 PAGES	
(4) DIVISION / BRANCH / SECTION Archives Division		(5) ADDRESS 1020 O Street, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (9)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER SOS17-01	(10) SCHEDULE DATE 10/30/2017	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 152
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER SOS14-01	(14) APPROVAL NUMBER 2014-165	(15) APPROVAL DATE(S) 05/22/2014	(16) PAGE NUMBER(S) REVISED ALL
(17) FUNCTIONAL STATEMENT The mission of the Archives Division is to increase knowledge and appreciation of California's history by acquiring, managing, preserving, and providing access to historical records and related materials for the people of California.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS		(19) TITLE Deputy Chief	(20) NAME - (Printed or Typed) Tamara Martin		(21) DATE SIGNED 10/30/2017
In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MANAGEMENT ANALYST		(23) CLASSIFICATION Records Management Coordinator	(24) NAME - (Printed or Typed) Dennis Supachana		(25) PHONE NUMBER (916) 653-3429
					(26) DATE SIGNED 10/30/2017
<b>PART II A – SECRETARY OF STATE APPROVAL</b> (Per Government Code Section 12272)					
(27) SIGNATURE - CIRM CONSULTANT		NAME - (Printed or Typed)		(28) APPROVAL NUMBER	(29) APPROVAL DATE
					(30) EXPIRATION DATE
<b>PART II B – ARCHIVAL SELECTION</b> (Per Government Code Section 12223)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE		NAME - (Printed or Typed)		(34) DATE SIGNED	
FOR ARCHIVES' STAMP					
*Department refers to any Agency, Department, Board, Commission, Office or Other					
PAGE 1 of 2 PAGES					

Figure 11. STD. 73 Page 1 Filled Out

## Step 2

After filling out the PDF cover sheet, save it to the Records Management folder on your computer. To save the PDF with the information you typed, click File → Save As.

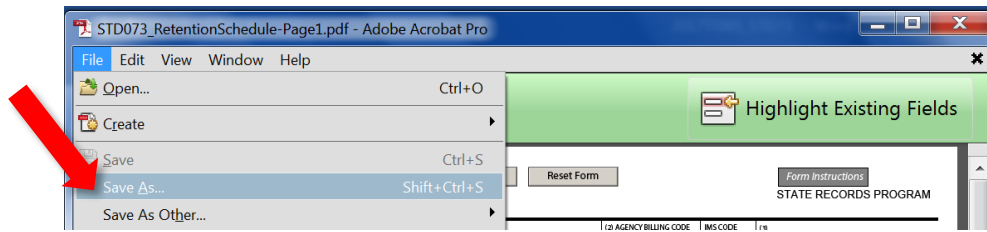


Figure 12. Filled Out Page 1 "Save As"

## Step 3

Save the filled-out STD. 73 cover page to the Records Management folder on your computer. You may want to label the file with the name of the unit the Schedule has been created for. You may also want to include the date in the file-name so you can keep track of any updated versions.

For example, this STD. 73 for the Archives Division of the Secretary of State's Office is named "2017.11.01-STD073\_RetentionSchedule-Page1\_Archives".

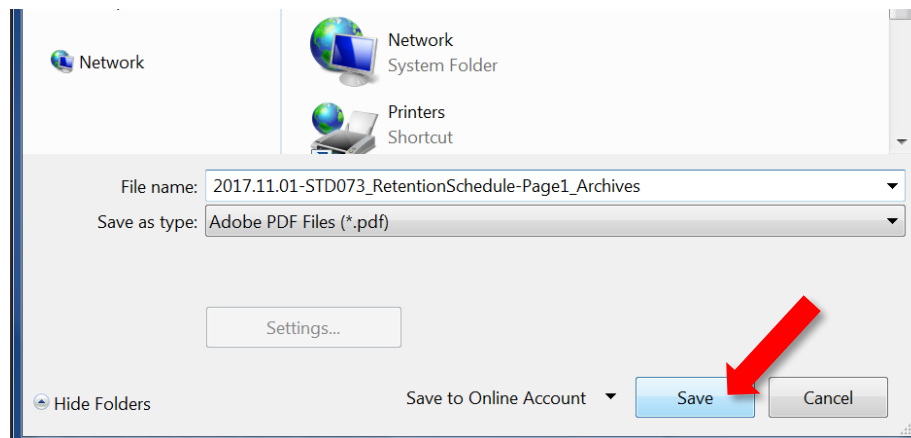


Figure 13. Filled-In STD. 73 File Name

## Step 4

If you do *not* rename the filled-out PDF cover page, when you try to save it, a pop-up box will appear saying the file already exists.

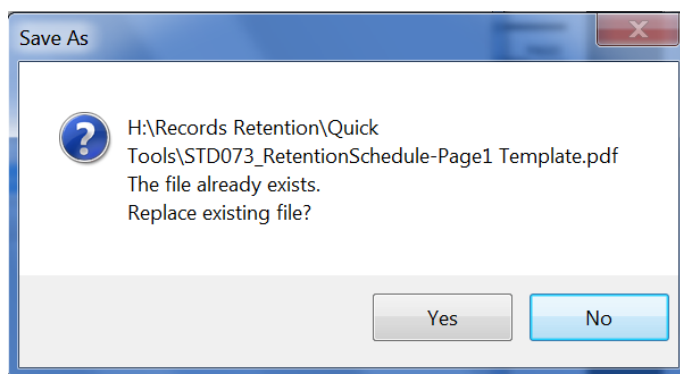


Figure 14. Existing File Warning

To avoid replacing your template file, you will want to change the name of the filled-out cover page, or you may want to save it in another folder. How you label and save your STD. 73 files will depend on your own filing organization and practices.

## Step 5

By clicking File → Save As, the next time you open the STD. 73 cover page PDF, all the information you typed will still be there.

STATE OF CALIFORNIA – SECRETARY OF STATE RECORDS RETENTION SCHEDULE (STD 73) (REV. 2/2016)		Print Form		Reset Form		Form Instructions	
STATE RECORDS PROGRAM							
(1) DEPARTMENT* Secretary of State's Office		(2) AGENCY BILLING CODE 65020	(3) IRS CODE D-15	(4) PAGE 1 OF 2 PAGES			
(5) DIVISION / BRANCH / SECTION Archives Division		(6) ADDRESS 1020 O Street, Sacramento, CA 95814					
CHECK THE APPROPRIATE BOX							
<input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes (9)–(12).) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes (9)–(16)) (A new approval number will be assigned.) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes (13)–(16)) (The original approval number will remain in effect.)							
NEW SCHEDULE INFORMATION (if applicable)		(9) SCHEDULE NUMBER SOS17-01	(10) SCHEDULE DATE 10/30/2017	(11) NUMBER OF PAGES 2	(12) CURRENT (Year/Schedule) 152		
PREVIOUS SCHEDULE INFORMATION (if applicable)		(13) SCHEDULE NUMBER SOS14-01	(14) APPROVAL NUMBER 2014-165	(15) APPROVAL DATE 05/22/2014	(16) PAGE NUMBER(S) REVISED ALL		
(17) FUNCTIONAL STATEMENT The mission of the Archives Division is to increase knowledge and appreciation of California's history by acquiring, managing, preserving, and providing access to historical records and related materials for the people of California.							
<b>PART I – AGENCY STATEMENTS</b>							
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.							
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS	(19) TITLE Deputy Chief	(20) NAME – (Printed or Typed) Tamara Martin	(21) PHONE NUMBER (916) 695-1391	(22) DATE SIGNED 10/30/2017			
In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.							
(23) SIGNATURE – RECORDS MANAGEMENT ANALYST	(24) CLASSIFICATION Records Management Coordinator	(25) NAME – (Printed or Typed) Dennis Supachana	(26) PHONE NUMBER (916) 653-3429	(27) DATE SIGNED 10/30/2017			
<b>PART II.A – SECRETARY OF STATE APPROVAL (Per Government Code Section 12272)</b>							
(28) SIGNATURE – GOV. OR CONSULTANT	(29) NAME – (Printed or Typed)	(30) APPROVAL NUMBER	(31) APPROVAL DATE	(32) EXPIRATION DATE			
<b>PART II.B – ARCHIVAL SELECTION (Per Government Code Section 12223)</b>							
THE ATTACHED RECORDS RETENTION SCHEDULE:							
<input type="checkbox"/> Contains no material subject to further review by the California State Archives <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1677 of the State Administrative Manual.)							
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) NAME – (Printed or Typed)	(35) DATE SIGNED					
*Department refers to any Agency, Department, Board, Commission, Office or Other							

Figure 15. STD. 73 "Save As" Retained Information



If you just clicked File → Save, the information you typed will not be retained and you will open a blank STD. 73 cover page PDF.

STATE OF CALIFORNIA – SECRETARY OF STATE RECORDS RETENTION SCHEDULE STD. 73 (REV. 2/2015)		Print Form    Reset Form		Form Instructions STATE RECORDS PROGRAM	
(1) DEPARTMENT*		(2) AGENCY BILLING CODE	IMS CODE	(3) PAGE ____ OF ____ PAGES	
(4) DIVISION / BRANCH / SECTION		(5) ADDRESS			
CHECK THE APPROPRIATE BOX					
(9) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(10) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (9)–(16)] (A new approval number will be assigned.)					
(11) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) FUNCTIONAL STATEMENT					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS	(19) TITLE	(20) NAME – (Printed or Typed)		(21) PHONE NUMBER	(22) DATE SIGNED
In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1607 of the State Administrative Manual.					
(23) SIGNATURE – RECORDS MANAGEMENT ANALYST	(24) CLASSIFICATION	(25) NAME – (Printed or Typed)		(26) PHONE NUMBER	(27) DATE SIGNED
<b>PART II A – SECRETARY OF STATE APPROVAL</b> (Per Government Code Section 12272)					
(28) SIGNATURE – CSJRM CONSULTANT	(29) NAME – (Printed or Typed)		(30) APPROVAL NUMBER	(31) APPROVAL DATE	(32) EXPIRATION DATE
<b>PART II B – ARCHIVAL SELECTION</b> (Per Government Code Section 12223)					FOR ARCHIVES' STAMP
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(33) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(34) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(35) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(36) NAME – (Printed or Typed)		(37) DATE SIGNED		
*Department refers to any Agency, Department, Board, Commission, Office or Other					
PAGE 1 of 2 PAGES					

Figure 16. STD. 73 "Save" Blank

## Filling Out the Second and Subsequent Pages

### Step 1

To add records series to your Records Retention Schedule (STD. 73) open the Excel version of the form.

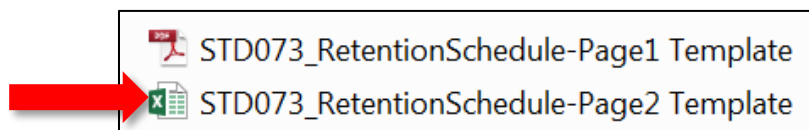


Figure 17. STD. 73 Page 2 Excel File

### Step 2

When you open it, the Excel form looks like this.

Figure 18. STD. 73 Excel File

The first nine rows of the Excel form are formatted to display on all subsequent pages.

Figure 19. STD. 73 Row Headers

### Step 3

Enter your records series into the Retention Schedule according to your Records Inventory if you are creating a new Schedule, or according to your previous Schedule if you are submitting a revision or an amendment. Item numbers on the Retention Schedule should always begin with “1” and be formatted, “1, 2, 3...” etc.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)
(37)	(38)	(39)	(40)
1	10		Record Series Title
			Record Series description.

Figure 20. STD. 73 Boxes 37-40

The volume of the record series is entered in box 38. The form is currently formatted to capture volume only in cubic feet. For electronic records, enter “0” in column 38.

### Step 4

If a record series description is longer than one line, you will have to merge multiple cells together to make room for the description.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	R
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	
1	10		Record Series Title			(43)	(44)	(45)	(46)	(47)	
			Record Series description. What kinds of records are in this series? What are they used for? Who use								

Figure 21. Text Does Not Fit Within Cell

To do this, select as many cells as you need to fit your text, then go to “Merge & Center” and click “Merge Cells”.

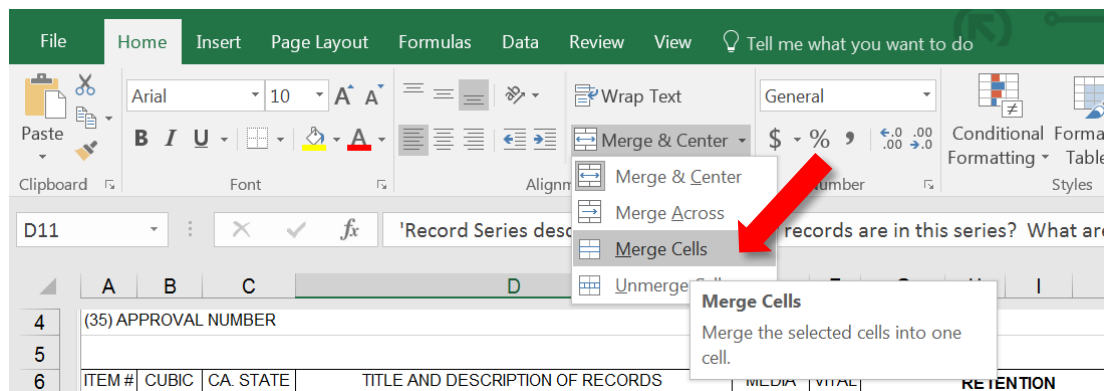


Figure 22. Merge Cells

Then click “Wrap Text”.

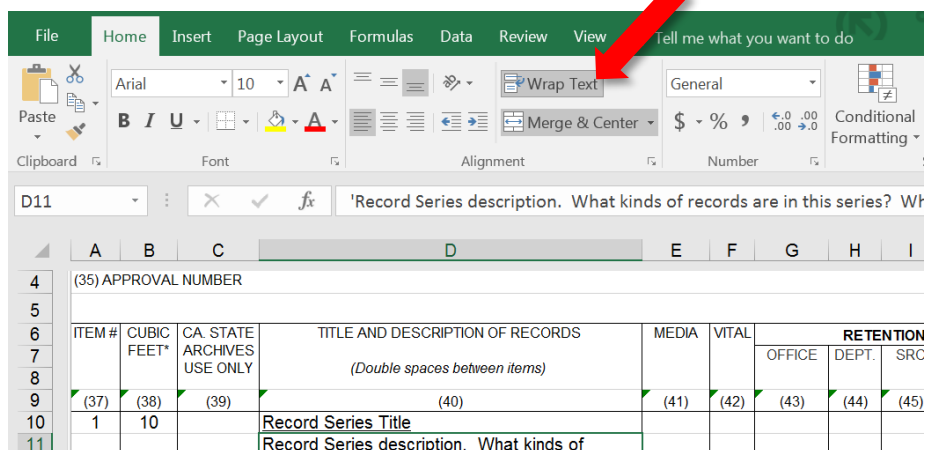


Figure 23. Wrap Text

Your description will now fit in the cell and all the text will show.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION
(37)	(38)	(39)	(40)	(41)	(42)	(43) (44) (45)
1	10		Record Series Title Record Series description. What kinds of records are in this series? What are they used for? Who uses them? What function do they serve for the unit? Write description as if explaining to a person who has no prior knowledge of the work performed by the unit or the agency. Spell out acronyms or provide a separate key defining them.			

Figure 24. Text Fits Multiple Cells

## Step 5

For records series that exist in multiple formats, each format should be listed under the same number, but as a separate line item. For example, the second record series shown below exists in multiple formats, so each line item is labeled 2a, 2b, etc.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA
(37)	(38)	(39)	(40)	(41)
1	10		Record Series Title Record Series description.	P
2a	5		Record Series Title Record Series description. Paper version of records.	P
2b	0		Record Series Title Record Series description. Electronic version of records.	E

Figure 25. Listing Multiple Versions of Records

## Step 6

When filling out the retention columns (43-46) you may have to merge some cells to make room for all the text. To do this, follow the same procedure as in Step 4 using “Merge & Center” and “Wrap Text”.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION			
						OFFICE	DEPT.	SRC	TOTAL
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)
1	10		Record Series Title Record Series description.	P		Active + 2 years			

Figure 26. Merging Retention Cells

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION			
						OFFICE	DEPT.	SRC	TOTAL
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)
1	10		Record Series Title Record Series description.	P		Active + 2 years			

Figure 27. Wrapping Retention Cells

## Step 7

The Total Retention column (46) is the sum of the retention periods in columns 43-45. This includes any “Active” retention periods.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION			
						OFFICE	DEPT.	SRC	TOTAL
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)
1	10		Record Series Title Record Series description.	P		Active + 2 years	3 years	5 years	Active + 10 years

Figure 28. Total Retention Period

## Step 8

If a record series has an “Active” retention period, the Remarks column (48) must include a description of what makes that record series become inactive.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	10		Record Series Title Record Series description.	P		Active + 2 years	3 years	5 years	Active + 10 years		Active until insert event here (like "Active until superseded" or "Active until project completed" or "Active until employee separates" etc.). Then retain in office 2 years. Then retain in departmental storage 3 years. Then retain at SRC 5 years. Then destroy.

Figure 29. Remarks for Active Retention Period

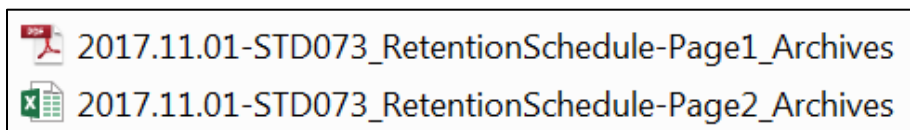
The red text in Figure. 30 shows where more description is needed for what event ends the record series’ active retention period.

## **Submitting the Form for Review**

### **Step 1**

When the RMC/RMAC has finished filling in the STD. 73, they should email electronic copies to their CalRIM Records Analyst for review before sending signed paper copies. The list of Records Analyst assignments is located on the [CalRIM website](#)<sup>2</sup>.

The RMC/RMAC should send the PDF and Excel files, not printed and scanned versions.



*Figure 30. Electronic Files Emailed for Review*

Sending the electronic drafts of the Retention Schedule will save time and effort for both the RMC/RMAC and CalRIM. Sending electronic copies will eliminate the long waiting period that occurs when paper Schedules are mailed back and forth. Having an electronic draft will also make it easier for the CalRIM Analyst to make edits directly onto the Schedule.

### **Step 2**

Once the CalRIM Analyst says the Retention Schedule is ready to be approved, the manager responsible for the records and the RMC for the State entity will sign the cover page. The RMC will mail it to the State Archives at the following address:

California State Archives

CalRIM Unit

Attn: \_\_\_\_\_ **Insert Records Analyst name here**

1020 O Street

Sacramento, CA

95814

<sup>2</sup> <http://www.sos.ca.gov/archives/calrim/>